



*A Publication for Child Nutrition Programs in Indiana Schools and Institutions*

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## Safe Preparation of Ground Beef

By Julie Sutton

The Food and Nutrition Service (FNS) has received a number of inquiries concerning beef that remains pink in color after cooking. In the past, USDA's Food Safety Inspection Service (FSIS) recommended that the color of cooked ground beef be used as the primary indicator as to whether it was sufficiently cooked and therefore safe to consume. This presented a problem in that some beef patties remained a red/pink color even after the product was properly cooked. Although there are many theories, no one appears to know why in some cases beef patties stay pink after cooking or why they change back to a pink color on the steam table.

On June 10, 1997, FSIS changed its recommended approach to proper cooking of the product and issued a press release stating that the final color of ground beef is not the best indicator of doneness. The internal temperature is the most reliable indicator of doneness. The FSIS press release clearly states that the product is

safe to consume after the patty has been cooked to an internal temperature of 160 degrees Fahrenheit regardless of its color.

In order to assist in the efforts to find an answer to why beef remains pink after cooking, FNS is asking that schools encountering "cooked pink beef" participate in a voluntary survey and laboratory testing program. A voluntary survey form, with instructions, is enclosed with this newsletter. This survey form should be used for any complaints about pink beef.

## 1998-1999 Contracts

By Sharon R. Cook

This contract year, public sponsors will receive a full contract packet. Private sponsors will receive a Letter of Agreement. Our plans are to mail these packets by the first week in June.

Each packet will contain the appropriate attachments, Parent Letter, Application for Free and Reduced Price Benefits, etc.

If you have any questions, or do not receive a contract packet by the end of June, please contact Sharon R. Cook, Program Specialist toll free at (800) 537-1142 or (317) 232-0850.

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## Illinois Shares Winning Recipes

By Janet S. Eigenbrod

In 1997 the Illinois Department of Education School Food Service Section received a Team Nutrition

Training Grant. One of the activities planned with grant funding was a recipe contest. We have received copies of Illinois student endorsed winning recipes. Our staff has also sampled some of the recipes, and found them to be tasty. These recipes will help you achieve the goal of serving meals, that meet the Dietary Guidelines. We will share these recipes with you in the *A to Z* as space permits. Two recipes are inserted in this *A to Z*.

## Ad Slicks Available

By Janet S. Eigenbrod

Effective marketing can improve community perception of school food service operations. Copies of two ad slicks developed by the 5-Star Child Nutrition Task Force were provided to all NSLP preparation sites. The Task Force has developed two additional promotion slicks: *Over 25 million served (every day)*, promoting the idea that school lunch is a large business serving healthy meals, and *Food for thought? You do the math.*, emphasizing that students who have balanced, nutritious meals learn better.

Unfortunately, mailing costs will not permit the same distribution as the original set of slicks. However, the new slicks are available upon request at no cost. If you would like copies, please contact Annette Smith at (800) 537-1142 or (317) 232-0850.

## Just Arrived Training Videos

By Diane Rice

Practical Tips for Healthy School Meals, Part I  
115 minutes Video

Provides a brief history of School Lunch and Breakfast Programs, a complete overview of the well-stocked kitchen, standardized recipes, record keeping, and professional development. Developed by the Texas Nutrition Education and Training Program, 1998.

Practical Tips for Healthy School Meals, Part II  
72 minutes Video

Chef Jeff Simpson gives cooking demonstrations for: Easy Beef and Salsa Wrap, Sensational Steamed Broccoli, and Polynesian Carrot Cake. Developed by the Texas Nutrition Education and Training Program, 1998.

Both videos are divided into segments making them perfect for providing several short in-service training sessions to school food service staff. Many other programs are available to borrow from the State Agency. To borrow this or another training program, call Diane Rice at (800) 537-1142 or (317) 232-0850.



## Japanese Day Celebration

By Suzette Hartmann

Japanese Day was the theme of this year's Team Nutrition event at Southeast Fountain Elementary School in Veedersburg. Cindy Leonard, Team Nutrition Leader, coordinated the event.

The entire school participated in a placemat contest, tasting new foods, and a library tour of Japanese art, clothing and other items. Students sampled Asian pears and ramen noodles thanks to donations from the local Kroger and Marsh grocery stores. The school lunch menu included oriental chicken stir-fry over rice, an egg roll with sweet and sour sauce, plums, mixed vegetables, and milk.

The first grade class made lanterns, kimonos, practiced writing in Japanese, and tasted Asian salad made with fruit, bean sprouts, and soy nuts. The fifth grade class practiced origami, ate tempura using chop sticks, and took part in a tea ceremony.

## Continuing Education

### Summer 1998

By Diane Rice

Once again the State Agency has arranged with Ball State University for the *Managing with Confidence* class which is intended for single unit managers and directors to learn more about dealing with

kitchen personnel issues. This year we are offering a new class to be called *Marketing with Confidence* to teach you more about how to promote your school food service operation. Each class will be held from Monday morning through Wednesday noon. The locations and dates will soon be confirmed. The brochures will be mailed to each Food Service Director and to every school's cafeteria manager in early April. Watch for it. For more detailed information, call Diane Rice at (800) 537-1142 or (317) 232-0850.

## Donating Leftovers

### Part 2

By Diane Rice

From the article written in our last issue, some may have concerns about liability when providing leftover food to a homeless shelter or similar organization. The legal reference is Indiana Code 34-4-12.5 which is "Immunity from Civil Liability for Gifts of Food to Charitable Entities." Basically, it states that a school that prepares food and then donates the leftover amounts in good faith to a charitable entity is NOT liable for civil damages arising from the use, condition, quality, or content of that food item, UNLESS the damages are the result of intentional or reckless conduct. For more information, call Diane Rice at (800) 537-1142 or (317) 232-0850.

## Retention of School Food Service Records

By John Todd

Our office receives many requests for information pertaining to the retention of food service records.

Public schools and organizations must comply both with federal regulations and guidelines as well as state statutes, while private/parochial school food authorities in most cases must only follow federal guidelines. Existing record retention mandates include the following:

(1) ***Annual Agreement for the Child Nutrition Programs and Federal Regulations, CFR 210.9 (17)*** states

Upon request, make all accounts and records pertaining to its school food service available to the State Agency and to FNS, for audit or review, at a reasonable time and place. Such records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit;

(2) **Indiana Code citations, IC20-5-6-4 through 20-5-13-5**

Other valuable information resources include the following:

(3) **Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations; State Board of Accounts**; Revised 1997. This is available on the Internet at: ([http://www.ai.org/sboa/html/m-ipsc\\_index.html](http://www.ai.org/sboa/html/m-ipsc_index.html))

(4) **Accounting and Uniform Compliance Guidelines Manual for Extra-curricular Accounts a Handbook of Instruction**; State Board of Accounts; Reissued 1997. This is available on the Internet at: ([http://www.ai.org/sboa/html/m-seca\\_index.html](http://www.ai.org/sboa/html/m-seca_index.html))

(5) **Care of Indiana Public School Records: A Record Creator's Guide**; Weber & Young, Revised 1995. Funded by Clay Community Schools, with the assistance of the Indiana Department of Education. This is available on the Internet at: (<http://www.ai.org/icpr/webfile/publicat/schlrec2.html>)

Public schools cafeteria records must be maintained for three years if managed by general corporation funds, **or five years if managed by extra-curricular funds** (IC 20-5-6-4 through 20-5-13-5). While many school corporations manage their Child Nutrition Programs through a corporation fund 080, there are as many who account for program monies through one or more extracurricular funds. In addition, no school "financial records" may be destroyed until after the records have been audited, the audit report filed, and exceptions

resolved. Final authority for disposal of records usually rests with the local county commission of public records, either through specific permission, or by the authority of a record retention schedule approved by the local commission. Where the funds are in a school corporation fund, federal and state guidelines are essentially the same, three years. Where funds are managed by extra-curricular accounting, the state guidelines exceed the federal guidelines and must be followed.

Private/parochial school food authorities, need to maintain their records for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, unless audits have not been resolved.

Federal rules require records be kept three years past the end of the federal fiscal year, state rules require records be kept three or five years beyond the end of the calendar year in which the record was created.

Canceled checks and certain types of contracts may be required to be maintained for up to ten years.

The following is a list of records that should be maintained for audit. If a document is not listed here that you think should be included, please contact the State Agency:

- Annual Agreement with the State Agency
- Cafeteria expenditure report, monthly (claims docket)
- Claim for reimbursement (CND-1)
- Claim worksheets
- Cashier's reports, daily and monthly
- Equipment valuation report
- Food quotes
- Free and reduced meal applications
- Fund ledger
- NSLP program guidelines and policies (Federal/State/Local)
- Menus/daily production sheets
- Food bids accepted/rejected
- Food invoices
- Monthly cashier's reports
- Receipt ledger
- Contracts related to food service
- USDA commodity confirmation
- Inventory reports
- Quarterly financial statements

Public Schools utilizing the State Board of Accounts prescribed forms should retain:

SF-1 Certification of Meals Provided Per Home Rule

SF-2	Daily Record of Cash Received
SF-2A	Daily Record of Meals/Milk Served
SF-3	Cash Disbursements and Fund Balance
SF-4	Ledger of Receipts, Disbursements and Fund Balance
SF-5	Ticket Control
SF-6	Equipment Inventory
SF-7	Food Inventory

**The advent of electronic systems creates additional burdens on officials to ensure that records are maintained, and that the electronic media on which they are stored continue to be readable during the retention period.**

School food service personnel are encouraged to work with local school administrators and county officials in developing strategies to ensure maintenance of public records. For further information contact John Todd, Team Leader, Accounting at (800) 531-1142 or (317) 232-0850.

## New Staff Member

We would like to welcome Raina Sisson to the Northeast region of Indiana as our new field consultant. She comes to us from the Ohio State Agency and will be stationed in Fort Wayne.

Correction - In our January/February Issue of the *A to Z* the caption for the picture shown on page 5 (bottom) was incorrect. It should have read "Left to Right: Jeri Heskett, Cafeteria Manager at Montezuma Elementary School, and Jeanette Martin, Food Service Director of Southwest Parke Community School Corporation."

In the operation of child nutrition programs, no child will be discriminated against because of race, color, national origin, sex, age, or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington, DC 20250.

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